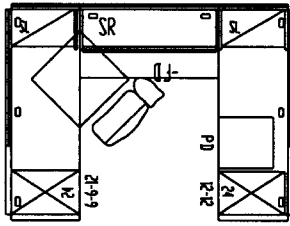


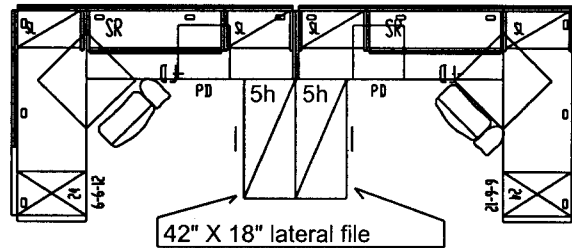
# INTERIOR SPACE PLANNING STANDARDS; FOR USE WITH SYSTEMS (PANEL BASED) OFFICE FURNITURE

- 1) PROFESSIONAL/TYPICAL "KNOWLEDGE WORKER" STATION:  
6' X 8' INSIDE DIMENSION, 48 SQUARE FEET  
TWO POSSIBLE LAYOUTS SHOWN.



6' X 8'

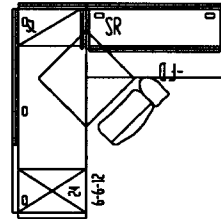
"U" SHAPE STATION  
PROVIDES 16 LINEAL FEET  
OF "COUNTER SPACE".



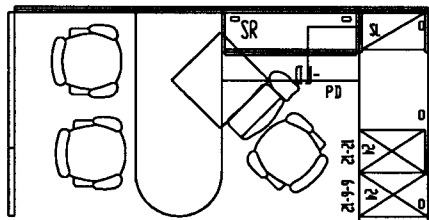
6' X 8' (two shown back to back)

"L" SHAPE STATION W/LATERAL FILE  
PROVIDES 12 LINEAL FEET OF "COUNTER"  
& UP TO 186" FILE SPACE

- 2) CLERICAL/DATA ENTRY OR PART TIME/SHARED STATION  
6' X 6' INSIDE DIMENSION, 36 SQUARE FEET



- 3) EXECUTIVE/MANAGER WORKSTATION:  
6' X 12' INSIDE DIMENSION, 72 SQUARE FEET



## COMPONENT KEY:

FILE PEDESTAL,  
BOX/BOX/FILE CONFIGURATION



FILE PEDESTAL,  
FILE/FILE CONFIGURATION



PENCIL DRAWER



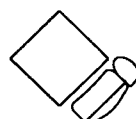
PANEL HUNG SHELF W/FLIPPER DOOR &  
TASK LIGHT BELOW



PANEL HUNG SHELF



METAL "SLEEVE" CREATING CORNER  
LOCATION FOR PC WITH FULLY  
ADJUSTABLE KEYING & MOUSE SUPPORT  
SURFACE BELOW

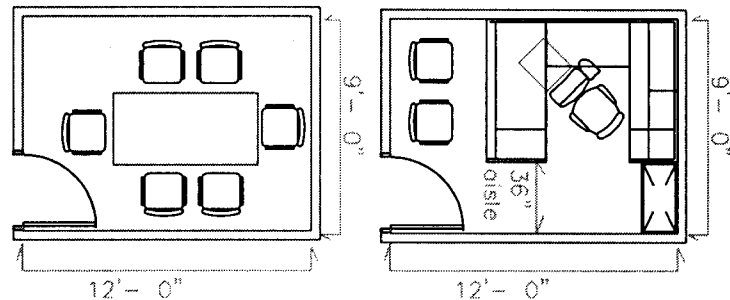


PLANNING NOTE: TYPICAL PANELS  
ARE 2.25" THICK, INCLUDE THIS  
ADDITIONAL DIMENSION WHEN  
PLANNING THE UTILIZATION OF  
INTERIOR SPACE. FOR EXAMPLE: THE  
6' X 8' "U" SHAPED STATION SHOWN  
ABOVE WOULD ACTUALLY REQUIRE  
6'-4.5" X 8'-4.5" OF SPACE.

**INTERIOR SPACE PLANNING STANDARDS; FOR USE  
IN PLANNING PRIVATE (FLOOR TO CEILING DRYWALL  
CONSTRUCTION) OFFICES.**

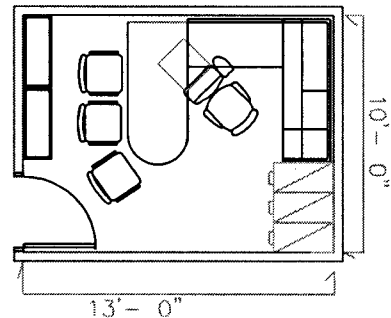
**1) TYPICAL PRIVATE OFFICE OR SMALL CONFERENCE ROOM.  
OFFICE SUITABLE FOR MANAGERS OR ADMINISTRATORS**

9' X 12' INSIDE DIMENSION, 108 SQUARE FEET  
TYPICAL INTERIOR LAYOUTS SHOWN.



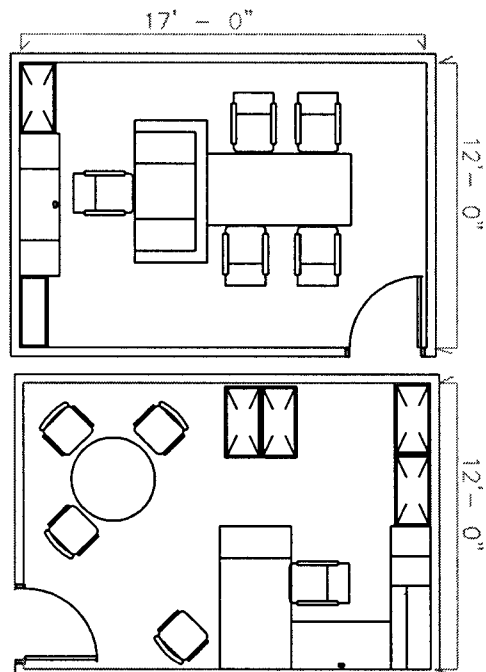
**2) EXPANDED PRIVATE OFFICE, FOR ADMINISTRATOR OR  
DIRECTOR, PROVIDING BOTH ACOUSTICAL PRIVACY &  
EXPANDED STORAGE SPACE**

10' x 13' INSIDE  
DIMENSION, 130  
SQUARE FEET. TYPICAL  
INTERIOR LAYOUT  
SHOWN.



**3) LARGE PRIVATE OFFICE, SUITABLE FOR EXECUTIVE  
DIRECTOR, COMMISSIONER OR JUDGE.**

12' x 17' INSIDE  
DIMENSION, 204 SQUARE  
FEET. TYPICAL INTERIOR  
LAYOUTS SHOWN.



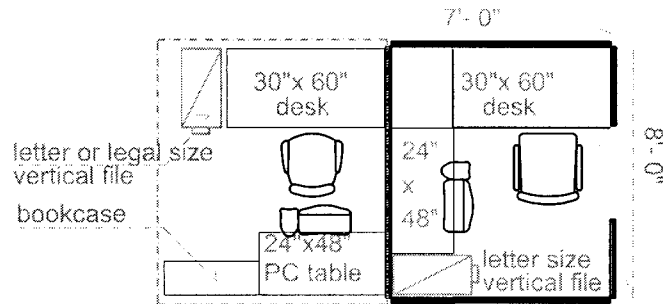
**OVERALL PLANNING NOTE: TO UTILIZE INTERIOR SPACE EFFICIENTLY, PRIVATE OFFICE CONSTRUCTION SHOULD BE LIMITED TO NO MORE THAN 25 % TO 30% OF THE TOTAL SPACE ALLOCATION. THE REMAINDER OF THE SPACE IS MOST EFFICIENTLY UTILIZED WITH "OPEN OFFICE" (PANEL SYSTEMS) FURNITURE. USING THIS PLANNING RATIO, TOTAL INTERIOR SPACE REQUIREMENTS (INCLUDING CONF. ROOMS, REST ROOMS, BREAK ROOMS AND STORAGE AREAS) SHOULD NOT EXCEED 200 SQUARE FEET GROSS PER PERSON.**

## INTERIOR SPACE PLANNING STANDARDS; FOR USE WITH CONVENTIONAL (DESKS) OFFICE FURNITURE, WITH OR WITHOUT SURROUNDING PANELS

### 1) TYPICAL CONVENTIONAL FURNITURE STATION:

7' X 8' INSIDE DIMENSION, 56 SQUARE FEET

TWO POSSIBLE LAYOUTS SHOWN.



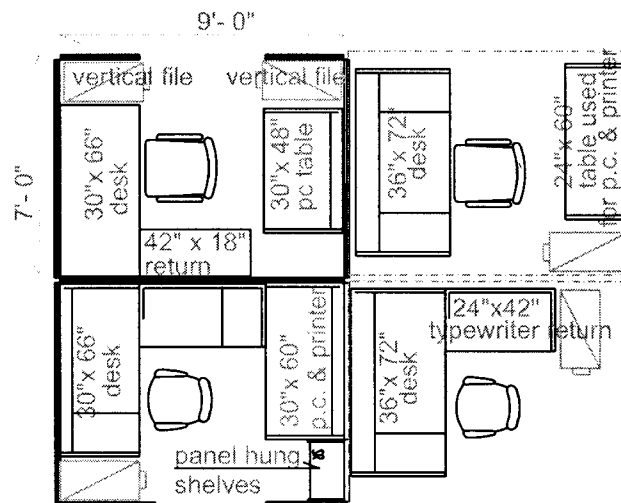
Shown without, and with, surrounding panels. Panels may be beneficially used in conjunction with conventional furniture, providing routing for electrical and telecommunications wire & cable, while also providing acoustical and visual controls.

### 2) LARGE CONVENTIONAL FURNITURE STATION:

7' X 9' INSIDE DIMENSION, 63 SQUARE FEET

FOUR POSSIBLE LAYOUTS SHOWN.

Large-sized "conventional furniture" station accommodating a great variety of "miscellaneous" furniture. The relatively large "footprint" per station does however "eat up" floor space rapidly, therefore use of this size of station is to be discouraged. This size may however be necessary if existing equipment is comprised of various large sized components.



### 3) CLERICAL/DATA ENTRY OR PART TIME-SHARED STATION

5' X 6' INSIDE DIMENSION, 30 SQUARE FEET

Shown without, and with, surrounding panels. Double pedestal Desk shown modified (center drawer removed) to accommodate adjustable keying support platform.

